



Checklist for a Passport Outside the United States

Applying for a U.S. passport **outside** the United States is different than applying **inside** the United States.

Make an appointment online at: <https://ga.usembassy.gov/u-s-citizen-services/passports/>

1. You cannot apply for a passport without application/appointment for each applicant.
2. You should bring ALL original documents to your interview.
3. The documents should be placed in the same order as the checklist.
4. In addition to this list, a personal appearance by the applicant (the child) and parent/s is required.

Please note: We do not offer expedited processing when you apply outside the United States. In an emergency, embassies or consulates can issue limited-validity passports.

If you have any questions, you can contact us at: librevilleacs@state.gov

REQUIRED CONTACT/APPLICATION INFORMATION

You must complete this section with accurate information so that we may contact you as needed throughout this process.

Email address: _____

Please provide a legible email address in the space provided above and on all forms outlined below. This will be the primary form of communication to ensure efficient processing of your application.

Local phone number: _____

How to Apply

1. Fill Out the DS-82 or DS-11 Form

Select the correct form, complete it, and print it out.

You can use Form DS-82 if your most recent passport:

- Can be submitted with your application
 - Is not damaged (other than normal "wear and tear")
 - Was issued when you were age 16 or older
 - Was issued within the last 15 years
 - Was issued in your current name (or you can document your name change with an original or certified copy of your marriage certificate, divorce decree, or court order)
- If any of the above statements do not apply to you, you must use Form DS-11.

DS-82: U.S. Passport Renewal Application for Eligible Individuals

DS-11: Application for a U.S. Passport

Please note:

- Do not sign the application until instructed to do so by the embassy or consulate officer.
- You must provide a Social Security number, if you have been issued one, in accordance with 22 U.S.C. 2714a and 22 C.F.R 51.60(f).
 - If you do not have a Social Security number, you must submit a statement, signed and dated, that includes the phrase, "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration."

2. Provide Evidence of U.S. Citizenship

For Form DS-82: Your most recent passport acts as your evidence of U.S. citizenship. Please submit it with your application. We will return your old passport book and/or card.

For Form DS-11: You must submit one of the following. Your evidence must be an **original or certified copy**. Photocopies and notarized copies are not acceptable.

- Fully-valid, undamaged U.S. passport (may be expired)
- U.S. birth certificate that meets the following requirements:
 - Issued by the city, county, or state of birth
 - Lists your full name, date of birth, and place of birth
 - Lists your parent(s)' full names

- Has the date filed with registrar's office (must be within one year of birth)
- Has the registrar's signature
- Has the seal of the issuing authority
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship

3. Bring Photocopy of Evidence of U.S. Citizenship (DS-11 ONLY)

Submit a photocopy of the front (and back, if there is printed information) of the U.S. citizenship evidence you're submitting.

Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single-sided

If you don't want to submit a photocopy of your citizenship evidence, you may submit a second certified copy of your citizenship evidence, which we will keep.

If you don't submit a photocopy or a second certified copy of your citizenship evidence, your passport processing could be delayed.

4. Present ID (DS-11 ONLY)

You must present one of the following identification documents (IDs) to the acceptance agent. The ID must readily identify you.

- In-state, fully-valid driver's license
- Fully-valid, undamaged U.S. passport (may be expired)
- Certificate of Naturalization or Citizenship
- Government employee ID (city, county, state or federal)
- U.S. military ID or military dependent ID
- Valid foreign passport

If you cannot present one of the IDs above, or for more information, please see Identification.

5. Bring Photocopy of ID (DS-11 ONLY)

Submit a photocopy of the front and back of each ID that you present when you apply.

- Photocopy must be on white, 8 1/2 x 11" standard paper.
- Photocopy cannot be double-sided.

- Do not decrease the image size (although you may enlarge it).

6. Determine Any Special Circumstances

If any of the below categories apply to you, you may have additional requirements for your passport application. Please visit travel.state.gov for more information.

- Children under 16
- Children 16-17
- Previous passport was lost or stolen
- Owe child support
- Requesting a gender designation change
- Official, diplomatic, or other special issuance passport
- Replacing a limited-validity passport
- Changing your name

7. Provide a Photo

Attach one photo to your application. To avoid processing delays, be sure your photo meets all the photo requirements.

Please note: Photo requirements for a U.S. passport may differ from passport photo requirements of other countries.

8. Calculate Fees

To calculate your correct passport fee, please visit:

<https://travel.state.gov/content/travel/en/passports/requirements/fees.html>

U.S. Embassies Libreville accepts cash in U.S. dollars or local currency.

Please note: We do not offer Priority Express Mail to overseas applicants.

9. Submit Your Completed Application

At the time of the interview.